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TO : Acting Chief, Security Division

25 September 1950

SUBJECT: Functions of Physical Security Branch  
For the I. & S.S. Functional Chart.

1. Exercises complete physical security supervision over [REDACTED] overt and covert installations, and all classified material and personnel housed therein.

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2. Physical Security Surveys

Buildings  
Areas  
Surroundings  
Operations

[REDACTED]  
Recommendations.

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3. Investigations

Security Violations  
Loss or compromise - classified information  
Loss or theft of property  
Misconduct by C.I.A. personnel  
Suspicious circumstances.

4. Security Indoctrination Classes

Regular  
Advanced  
Special  
Field Offices.

5. Prepare and administer Agency security regulations and procedures.

6. Safety Program

Develop and administer Safety Officer Organization  
Devise Safety Standards  
Physical Surveys  
Safety Studies  
Promote Safe Conditions  
Investigate Accidents.

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7. C.I.A. Disaster Plan

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Organize, develop and administer  
D. C. Police and Fire Departments, Military Personnel, P.B.A.  
Internal Emergency Organization  
Evacuation Drills.

8. Technical Security Inspections

For Telephone Taps  
Concealed Microphones.

9. Electronic Installations

Microphones  
Recorders  
Radio Transmitters--Receivers  
Research.

10. Latent Fingerprints

Developing  
Photographing  
Lifting.

11. Security Photography and Developing.

12. Identification Processing

Fingerprinting  
Photographing (Regular and Passport)  
Badges and Credentials  
Special Purpose Passes  
Secrecy Agreement  
Maintain Identification Records.

13. Firearms Program

Train and Qualify Authorized Personnel  
(Four Types of Weapons)  
Maintain Firearms Deposit.

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14. Night Security Officers

Handle all after-hour security problems  
Make preliminary investigations--Security Violations  
Conduct safe, desk and office Security Inspections.

15. Maintain Week-end and Holiday Watch Officer Service.

16. C.I.A. Guard Group

Control admittance to buildings  
Building protection, fire, etc.  
After-hour Security Inspections.

17. Receptionist Staff

Arrange appointments  
Issue Visitor Passes  
Maintain Visitor Records.

18. Safes, Vaults and Locks

Set and change combinations  
Make Repairs and Adjustments  
Inspect working mechanisms  
Instruct in operation and use  
Maintain record of all combinations.

19. Classified Waste

Supervise daily collection and destruction  
Protect in transit  
Make spot inspections for violations.

20. Internal Security Audits to determine compliance with C.I.A.  
Security Regulations.

(Continued)

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21. Advises C.I.A. organizational units and personnel in the interpretation and applications of the Security Regulations.

22. Physical security liaison with other Agencies.

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Chief, Physical Security Branch

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ISS:WCK/cw

cc: Mr.   
Chrono (2)

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